The University of Mississippi
School of Education
Assessment Committee

Meeting Minutes
November 23, 2012

Attendees: Dr. Pepper, Kevin Stoltz, Dennis Bunch, Stacey Britton, Otis Pickett.

Committee Discussion

Old Business
SOE Assessment Committee Bylaws:
The meeting commenced with a brief review of the Agenda. The first item addressed was a review of the proposed Bylaws for the SOE Assessment Committee. Edits and suggestions were compiled and reported to the committee. After review, Kaye Pepper and Otis Pickett suggested that the Purpose Statement include content about the philosophy and culture of assessment at the SOE. Otis Pickett accepted the responsibility of drafting a revised Purpose Statement including the suggestions. Once complete he will send the revision to Kevin Stoltz and the document will be sent to the committee for final voting. All agreed that the vote will take place via email. The vote is scheduled before December 21, 2012. Kevin will keep record of the voting process.

Faculty Retreat Presentation
Review of Analysis of Use of SOE Data
Kaye Pepper began by reviewing the report generated by review of the SOE SPA reports. Dennis Bunch mentioned that the Leadership report did not reflect current program statistics and configuration. Kaye pointed out that the report was based on 2008 data and reflected the changes in programs from that point. Stacey Britton suggested that we use information from the report as part of our presentation. Specifically, she asked if the report data could be made easier to consume so that faculty could understand the major changes and impacts of those changes. Kaye agreed to develop a visual report for the presentation.

Dennis Bunch discussed the use of MSTAR as the preferred method of assessment by the Leadership Program and asked Kaye about the implications of this faculty decision. Kaye stated that the MSTAR and the TIAI are supposed to align and assess similar constructs. Currently there is no empirical support for the proposed association between the two instruments. Dennis suggested the use of a Doctoral Student to develop a dissertation study comparing the two instruments. All committee members agreed that this would align with EdD curricular goals and would help EdD students develop meaningful research projects that can have a positive effect on education in MS. Dennis will work towards identifying a student to develop this project in the Spring 2013.

Otis agreed to present the SOE Assessment Committee purpose statement for the bylaws at the Faculty Assessment Retreat. Once the committee votes and make the proposal for the committee purpose Otis will design and present the committee purpose statement.

Otis asked if the current program assessment data was helpful in understanding faculty and curricular impact on student learning. This lead to a discussion concerning asking faculty their
opinions concerning the use of data in a program. Stacey mentioned that we might want to task faculty member these types of questions. The committee discussed that we would work toward developing several questions to be used in a focus group setting during the Faculty Assessment Retreat. Stacey agreed to receive and review questions and develop a final list of questions for the retreat. The committee will review the questions at the 1/10/13 meeting. The committee decided that each member will lead a focus group of faculty in discussing answers to the questions. This qualitative data will be compiled by the committee to help guide the committee in developing plans to build a culture of assessment appreciation within the SOE. This project will be a first step in the process. Some specific questions were proposed during the meeting:

1) What awareness or involvement do you have in your program assessment system?

2) How are results from the assessment system used to advise and remediate students?

During the discussion of faculty assessment knowledge, Kaye noted that several programs had not submitted data for agreed upon assessment points. This needs to be rectified with the programs to insure data continuity and accreditation standards adherence.

Kaye also mentions the relating of assessment data to the conceptual framework (CF). In a recent report, Kaye noticed that a few section of the CF were not measured by present program assessments. This is an issue the committee will address with administration. Kaye will detail a brief report and the committee will discuss a formal recommendation to administration.

The committee is developing the presentation for the faculty Assessment retreat. Currently, the presentation entails:

A brief introduction to the composition and purpose of the committee (Otis)
A reduced and pictorial report will present summarizing the Analysis of Use of SOE Data report (Kaye)
The faculty will be divided into 6 groups and each SOE Assessment committee member will lead a focus group with the questions developed for that purpose. (All committee members)

New Business
Kevin presented the idea that all programs will be asked to develop a program assessment manual. This manual will help the assessment committee develop procedures for review, critique, and comment. The committee will begin to develop criteria for the manuals over the next few months.

The committee discussion was close and the meeting adjourned.

The meeting was adjourned at 10AM.
Next meeting scheduled for Thursday January 10, 2013 at 10:00AM.